Chapter 4 Documents

OAMT   Order Amount Table

```
ENTER FUNCTION: ............ TRANS: OAMT
                                                    DATE:
 ORDER AMOUNT TABLE                                 TIME:
 KEY IS ORDER NUMBER, LINE NUMBER                   TERM:

 ORDER NO.....: ..........  :


ACCT  PAY   FISC   LINE            AMOUNT        FROM     TO    OAMT
DIST  AGCY  YEAR   AMOUNT          PROCESSED     LINE     LINE  STATUS
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Order Amount Table is to provide for inquiry of the accounting
                         distribution and dollars associated with the received commodities. Access will be granted
                         to those users with proper security.

**Screen
Characteristics**   Inquire Order Amount Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

                         1.1 Inquire Order Amount Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required for inquiry of a specific record. If left blank, the system will display the first record in the database.
Order Title	2x40	Protected. Title Lines 1 and 2 of the referenced order number.
Acct Dist	2	Unprotected, Key. required for inquiry of a specific line record. If left blank, the system will display the first line record in the database for the specified order.
Fisc Year	2	Protected. Fiscal Year of OACG or OCAC record used to create the OAMT record.
Pay Agcy	6	Protected. Paying Agency of OACG or OCAC record used to create the OAMT record.
Line Amount	(s)9.2	Protected. Net encumbered amount of base OACG/OCAC used to create and maintain the OAMT record.
Amount Processed	(s)9.2	Protected. Net amount processed for payment on OPAY and OPLN, exclusive of any adjusted amount, against this accounting line.
From Line	5	Protected. From Line number of OACG or OCAC record used to create the OAMT record.
To Line	5	Protected. To Line number of OACG or OCAC record used to create the OAMT record.
OAMT Status	1	Protected. Inferred processing status of an adjustment to the OAMT record. Maintained by the system.

OAM2   Order Amount Table #2

```
ENTER FUNCTION: ............ TRANS: OAM2
                                                        DATE:
ORDER AMOUNT TABLE #2                                    TIME:
KEY IS ORDER NUMBER, ACCOUNTING LINE NUMBER             TERM:

ORDER NO.........: .......... :
LINE NO..........: ..
PAYING AGENCY....:               :
OAMT STATUS......:    :
STATUS CHG DATE..:              FISCAL YEAR......:
AMOUNT...........:              AMOUNT PROCESSED.:
FROM LINE.......:              TO LINE..........:
LABEL #1  .......:              LABEL #2  .......:
LABEL #3  .......:              LABEL #4  .......:
LABEL #5  .......:              LABEL #6  .......:
LABEL #7  .......:              LABEL #8  .......:
LABEL #9  .......:              LABEL #10 .......:
```

Purpose   The purpose of the Order Amount Table #2 is to provide for inquiry of the detail accounting
                       distribution and dollars associated with the received commodities. Access will be granted
                       to those users with proper security.

**Screen
Characteristics**   Inquire Order Amount Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

                       1.2 Inquire Order Amount Table #2.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required for inquiry of a specific record. If left blank, the system will display the first record in the database.
Order Title	2x40	Protected. Title Lines 1 and 2 of the referenced order number.
Line Number	2	Unprotected, Key. required for inquiry of a specific line record. If left blank, the system will display the first line record in the database for the specified order.
Paying Agency	6	Protected. Inferred Paying Agency from the appropriate OACG or OCAC record.
Paying Agency Title	30	Protected. Inferred Paying Agency Title from the AGCY Table.
OAMT Status	1	Protected. Inferred processing status of an adjustment to the OAMT record. Maintained by the system.
Status Code Title	30	Protected. The inferred interpretation of the status code title from BTAB Table RG(Accounting Status code).
Status Change Date	8	Protected. The date of the last status code change for the accounting line. Date is maintained by the system.
Amount	(s)9.2	Protected. Net encumbered amount of base OACG/OCAC used to create and maintain the OAMT record.
Amount Processed	(s)9.2	Protected. Net amount processed for payment on OPAY and OPLN, exclusive of any adjusted amount, against this accounting line.
Fiscal Year	2	Protected. Fiscal Year of OACG or OCAC record used to create the OAMT record.
From Line	5	Protected. From Line number of OACG or OCAC record used to create the OAMT record.

Field Completion

Field	Size	Description
To Line	5	Protected. To Line number of OACG or OCAC record used to create the OAMT record.
Actg Dist Field Labels	10x10	Protected. Interpreted labels from the BLBL Accounting Labels Table. Key to BLBL record is Department Financial of the Bill-To-Agency of the RACG record. If Key is not found, the labels will default to 'CNTRL' format of BLBL Table.
Dist Data Entry Fld 1-8	8x8	Protected. Accounting field entries from the OACG or OCAC record used to create the OAMT.
Dist Data Entry Fld 9	15	Protected. Accounting field entries from the OACG or OCAC record used to create the OAMT.
Dist Data Entry Fld 10	20	Protected. Accounting field entries from the OACG or OCAC record used to create the OAMT.

OIAS   Order Invoice by Agency and Status

```
ENTER FUNCTION: ............ TRANS: OIAS
                                                          DATE:
 ORDER INVOICE BY AGENCY AND STATUS                       TIME:
 KEY IS BILL-TO AGENCY, STATUS, ORDER, AND INVOICE NO     TERM:


BILL-TO AGENCY.: ...... ...... :
STATUS........: ...             :

                                       INVOICE  PART/    STATUS
ORDER       INVOICE NO          VENDOR NO   DATE  FINAL CHG DATE
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
..........  ...........................
```

Purpose   The purpose of the Order Invoice by Agency and Status is to provide the user with the capability of inquiry of Order Invoice Table (OINV) records by bill-to agency and status. Access will be granted to those users with proper security.

**Screen
Characteristics**   Inquire Order Invoice Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Bill-to Agency	6	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first bill-to agency record in the OINV database.
Bill-to Sub-Agency	6	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first bill-to sub-agency in the OINV database for the specified bill-to agency.
Bill-To Agency Title	35	Protected. Inferred title of the bill-to agency from the AGCY Table.
Status	3	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the lowest OINV record status in the database for the specified bill-to agency.
Status Title	30	Protected. Inferred interpretation of the status code from BTAB Table SN (Status Code-Receiving/Invoice).
Order	12x10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first order in the OINV database for the specified bill-to agency, status, and invoice number.
Invoice No	12x25	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first invoice number in the OINV database for the specified bill-to agency, and status.
Vendor No	12x11	Protected. Display of the related OINV record's vendor number.
Inv Date	12x6	Protected. Display of the related OINV record's invoice date.
Part/Final	12x1	Protected. Display of the related OINV record's partial/final indicator.
Status Chg Date	12x6	Protected. Display of the related OINV record's status change date.

OILN   Order Invoice Line Table

```
ENTER FUNCTION: ............ TRANS: OILN
ORDER INVOICE LINE TABLE                                        DATE:
KEY IS ORDER NUMBER, VENDOR INVOICE NUMBER AND LINE NUMBER   TIME:
                                                            TERM:
ORDER NO.......: ......... VENDOR INV NO.....: ............

LINE NO: ..... COMM:                   :
QTY ORD:           U/P:                   ADJ: .............  P/F.: .
QTY INV: ......... U/P: .............. CAT: ............ DISC:
UOM ORD:       UOM INV: ..... TOTAL INV: ........... OTH CHRG: ...........
AMOUNT PROCESSED.:             DATE PROCESSED:      SPEC COND: ...
LINE NO: ..... COMM:                   :
QTY ORD:           U/P:                   ADJ: .............  P/F.: .
QTY INV: ......... U/P: .............. CAT: ............ DISC:
UOM ORD:       UOM INV: ..... TOTAL INV: ........... OTH CHRG: ...........
AMOUNT PROCESSED.:             DATE PROCESSED:      SPEC COND: ...
LINE NO: ..... COMM:                   :
QTY ORD:           U/P:                   ADJ: .............  P/F.: .
QTY INV: ......... U/P: .............. CAT: ............ DISC:
UOM ORD:       UOM INV: ..... TOTAL INV: ........... OTH CHRG: ...........
AMOUNT PROCESSED.:             DATE PROCESSED:      SPEC COND: ...
```

Purpose   The purpose of the Order Invoice Line Table is to provide for maintenance and inquiry of invoice line information. Access will be granted to those users with proper security.

**Screen
Characteristics**   Change and Inquire Order Invoice Line Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment;

                     4.3 Change Order Invoice Line(s)
                     4.6 Inquire Order Invoice Line(s)

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. If input the system will return the list for the order number specified. If left blank, the system will start the list with the first order number in the database.
Vendor Inv No	12	Unprotected. Key. If input the system will return the vendor invoice number specified for the order number entered. If left blank, the system will start the invoice number from the first order number in the database.
Line No	5	Unprotected. Key. Required for inquiry of a specific line record. If left blank, the system will start with the first line within the vendor invoice number specified and order number specified.
Comm	11	Protected. Commodity Code of the order line from OQTY Table.
Commodity Description	40	Protected. The first line of description from the Commodity Specification and Description record.
Qty Ord	6.3	Protected. Inferred quantity of the line number from OQTY.
U/P	$(\pm)7.5$	Protected. Inferred unit price of the line number from OQTY.
Adj	$(\pm)9.2$	Unprotected. Optional entry. Reflects any adjustments i.e., shipping charges, etc., for the line number.
P/F	1	Unprotected. Required on add. Inferred participating indicator from OAMT. If entered must be a valid entry in BTAB Table PN.
Qty Inv	6.3	Unprotected. The user will enter the quantity from the invoices for this line.
U/P	$(\pm)7.5$	Unprotected. The user will enter the unit price from the invoice for this line. If left blank, system will default to order unit price.
Cat	9.2	Unprotected. The user will enter the catalog price if invoice is for a Discount % Off Catalog contract line item.

Field Completion

Field	Size	Description
Disc	3.2	Protected. Display of the percent discount off catalog from the KLIN record.
UOM Ord	5	Protected. Inferred unit of measure from OQT2.
UOM Inv	5	Unprotected. The user will enter the unit of measure from the invoice for this line.
Total Inv	(±)9.2	Unprotected. Normally this is calculated by the system (quantity invoiced * unit price invoiced + adjusted amount). However, the user may enter a portion (invoiced amount) of the ordered amount, and the system will calculate the invoiced quantity automatically.
Oth Chrg	9.2	Unprotected. Used to enter other charge amount for invoiced line. Will be included in Total Lines and Total Invoice amounts on OINV. Also, will be displayed as a separate amount "Other Charges" on OINV header. Amount cannot be greater than BINS Other Charge Amount.
Amt Processed	(±)9.2	Protected. Updated by the system as the line is processed for payment to accounting.
Date Processed	8	Protected. Updated by the system as the line is processed for payment to accounting.
Spec Cond	3	Unprotected. This code is used to reflect the condition of the invoice line. Entry must be a valid code in BTAB Table SP (Special Condition Codes).

OIMI   Invoices by AGPS Invoice Number

```
ENTER FUNCTION: ............ TRANS: OIMI

INVOICE BY AGPS INVOICE NUMBER
KEY IS AGPS INVOICE NUMBER, ORDER NUMBER

AGPS
INVOICE ORDER                                      INVOICE     INVOICE
NUMBER  NUMBER    VENDOR INVOICE NUMBER            AMOUNT      DATE
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
```

Purpose   The purpose of the Invoices by AGPS Invoice Number screen is to provide the user with a method of finding a Vendor Invoice by inquiring AGPS using the AGPS assigned invoice number. Inquire only. Access will be granted to those users with proper authority.

**Screen
Characteristics**   Inquire Order Invoice Table by AGPS Invoice Number.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

                       6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
AGPS Invoice Number	14x3	Unprotected. Key. Required for Inquire. This is the 3 character invoice number assigned by AGPS during the add process for an order. If left blank on inquiry, system will display the first AGPS Invoice Number record in the database. Entry must be a valid AGPS Invoice Number in the OINV Table.
Order Number	14x10	Unprotected. Key. Required for inquire. If left blank on inquiry, system will display the first order record within the AGPS Invoice Number in the database. Entry must be a valid order number in the OINV Table.
Vendor Invoice Number	12x30	Unprotected. Key. Required for inquire. If left blank on inquiry, system will display the first Vendor Invoice Number with the Order Number in the database. Entry must be a valid Vendor Invoice Number in the OINV Table.
Invoice Amount	14x9.2	Protected. The amount of the invoice from the invoice record.
Invoice Date	14x8	Protected. The invoice date from the invoice record.

OINI   Order Invoice by Vendor Number Table

```
ENTER FUNCTION: ............ TRANS: OINI


ORDER INVOICE BY VENDOR NUMBER TABLE
KEY IS VENDOR NUMBER, VENDOR INVOICE NUMBER AND ORDER NUMBER

                                                    DATE OF   AMOUNT
 VENDOR NO   VENDOR INVOICE NUMBER        ORDER NO  INVOICE   PROCESSED
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
 .......... .. .............             ..........
```

Purpose

The purpose of the Order Invoice by Vendor Number Table is to provide the user with a list of invoice numbers for a given order. Displayed for each invoice is the order number, vendor number, and vendor name. Access is granted only to those orders for which the user has security access.

Screen Characteristics

Inquire Order Invoice Table by Vendor Number.

Procedure Cross-Reference

Chapter 2 Receipt, Invoice and Payment Processing,

6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Vendor No	13x11	Unprotected. Inferred vendor number from order database.
Vendor Invoice Number	13x25	Unprotected. Key. If left blank, the system will start the first invoice number in the database. If input the system will return the list for the invoice number specified. First 25 characters.
Order No	13x10	Unprotected. Key. If left blank, the system will start with the first invoice number in the database for the first order number. If input the system will return the list of invoice numbers for the order numbers specified.
Date of Invoice	13x6	Protected. Display of date of invoice for the specified vendor, vendor invoice number and order number.
Amount Processed	13x9.2	Protected. Display of the amount processed for payment for the specified vendor, vendor invoice number and order number.

OINV   Order Invoice Table

```
ENTER FUNCTION: ............ TRANS: OINV
                                                         DATE:
ORDER INVOICE LINE TABLE                                 TIME:
KEY IS ORDER NUMBER AND VENDOR INVOICE NUMBER            TERM:
ORDER NO........: .......... :
VEND INVOICE NO.: ...........            BILL-TO AGCY:        -
SHIP-TO AGENCY..: ...... - ......   CONTRACT NUMBER: ..........  DOC TYPE:

STATUS CODE.....: ... :                         DATE CHANGED:

VENDOR NO.......: ......... .. NAME:
FOB POINT.......:
ADDRESS 1 AND 2.:
CITY............:               STATE:    ZIP:
DATE OF INVOICE.: ........  INVOICE RECVD DATE: ........ RECEIPT DATE: ........
DISCOUNT PERCENT: ..... %   DISCOUNT PERIOD: ...        NET PERIOD: ...
                 INVOICED      APPROVED      PROCESSED     BALANCE DUE
ADJUSTMENTS.....:
TOTAL LINES.....:
TOTAL INVOICE...:
OTHER CHARGES...:              PARTIAL/FINAL......: .   QTY/PRICE VAR.:
AMT OF INVOICE..: ............ # INVOICE LINES.:      # APPROVED LINES...:
  COMMENTS.......: ....................................... DT LST PRO:
USERID LAST CHG.:           DATE LAST CHANGED..:      AGPS INVOICE #.: ...
```

Purpose   The Order Invoice Table provides for add, change, delete and inquiry of basic order invoice information. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Add, Change, Delete and Inquire Order Invoice Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment;

4.1 Add Order Invoice Header and Lines
4.2 Change Order Invoice Header
4.4 Cancel Order Invoice Header/Line(s)
4.5 Inquire Order Invoice Header
4.7 Post Order Invoice Header
4.8 Reverse Post Order Invoice Header

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. Required for an add. If left blank on Inquiry, system will display the first record in the database. Must be key to a valid ORDR record.
Order No Title	40	Protected. Title line 1 from ORDR record.
Vend Invoice No	12	Unprotected. Key. The user enters the vendor invoice number for the invoice. If the agency reports to FACS, only 6 characters are allowed.
Bill-To Agency	6	Protected. Display of the bill-to agency from the ORDR header record.
Bill-To Sub-Agency	6	Protected. Display of the bill-to sub-agency from the ORDR header record.
Ship-To Agency	6	Unprotected. Optional. Required if order document type is agency blanket order - BPA, agency blanket order - contract, or multi-vendor order. Used to verify if agency is authorized to use the order. If blank in the table record, will display the master ship-to agency of the ORDR header record.
Ship-To Sub-Agency	6	Unprotected. Optional. Required if order document type is agency blanket order - BPA, agency blanket order - contract, or multi-vendor order. Used, in combination with the ship-to agency, to verify if agency is authorized to use the specified contract. If blank in the table record, will display the master ship-to sub-agency of the ORDR header record.
Contract Number	10	Unprotected. Optional. Required if order document type is agency blanket order - contract or multi-vendor order. Used to verify if contract is authorized for use under this order and to obtain contract vendor information.
Doc Type	3	Protected. Inferred document type if entered order number from the ORDR Table.
Status Code	3	Unprotected. Required. If left blank on add, the system will default to 600. If entered, it must be a valid status code in BTAB Table SN (Status Code Receiving/Invoice).

Field Completion

Field	Size	Description
Status Code Title	30	Protected. Interpreted title of the status code from BTAB Table SN (Status Code Receiving/Invoice).
Date Changed	8	Protected. Updated by the system when status code is changed.
Vendor No	11	Unprotected. Optional Entry. Inferred vendor number from the ORDR table. If entered, must be a valid and active vendor in the VEND Table.
Vendor Name	2x30	Protected. Inferred name of the vendor from the vendor file.
FOB Point	25	Protected. Inferred FOB Point form the ORDR header record.
Address 1 and 2	2x25	Protected. Inferred address lines 1 and 2 of the vendor from the vendor file.
City	15	Protected. The city of location for the vendor from the vendor file.
State	2	Protected. The state code for the vendor from the vendor file.
Zip	5/4	Protected. The zip code for the vendor from the vendor file.
Date of Invoice	8	Unprotected. Date of invoice entered by the user from the invoice. Must be equal to or less than current date. If not entered, defaults to current date.
Invoice Received Date	8	Unprotected. Date the invoice was received, to be entered by the user. Must be equal to or less than current date. If not entered, defaults to current date.
Receipt Date	8	Unprotected. Required. Indicates the date the goods or services were received. Date must be valid and equal to or less than current date.
Discount Percent	2.2	Unprotected. Required. If left blank, system will default to value from ORDR table.
Discount Period	3	Unprotected. Required. If left blank, system will default to value from ORDR table.
Net Period	3	Unprotected. Required. If left blank, system will default to value from ORDR table.

Field	Size	Description
Adjustment, Total Lines, and Total Invoice for, Invoiced, Approved, Processed, and Balance Due	$(\pm)9.2$	Protected. Invoiced amounts are updated by OILN. Approved and processed amounts are updated by another program. Balance due is computed and displayed by OINV. Balance due = approved - processed.
Other Charges	9.2	Protected. Inferred total Other Charges from OILN Other Charge amount(s). This amount is already included in Total Lines and Total Invoice amounts and will be reflected in Approved and Processed amounts when OPAY is processed. On change of OINV status to 640 or 650, this amount cannot be greater than BINS Other Charge Amount.
Partial/Final	1	Unprotected. This is used to indicate if the invoice is partial invoicing or final request for payment. Value must be **P**, **F**, or space.
Qty/Price Var	1	Protected. Defaults to 'N' to prevent the system set variance on BIN2 to be overridden.
Amt of Invoice	$(\pm)9.2$	Unprotected. Required. This field will be used to compare the TOTAL INVOICE to determine if keying errors occurred while entering OILN records (Invoice Lines).
# Invoice Lines	5	Protected. Updated by OINV at SC = **620** or **630** and **640** or **650** with lines with quantity invoiced greater than zero.
# Approved Lines	5	Protected. Updated by the OPAY transaction.
Comments	40	Unprotected. Optional. This is for any comments from the user regarding this transaction.
Dt Lst Pro	8	Protected. Updated by another program when the invoice is processed for payment.
UserID Last Chg	8	Protected. Updated by the system with function line user ID whenever a change is make to the record.
Date Last Changed	8	Protected. Updated by the system.
AGPS Invoice #	3	Protected. System assigned AGPS Invoice Number.

OPAG   Order Payment Accounting Distribution Table

```
ENTER FUNCTION: ............ TRANS: OPAG
                                                        DATE:
ORDER PAYMENT ACCOUNTING DISTRIBUTION TABLE             TIME:
KEY IS ORDER NUMBER, INVOICE NUMBER, AND ACCOUNT DIST NUMBER   TERM:

ORDER NUMBER........: .......... :
PAYING AGENCY.......:

INVOICE NUMBER......: .............................
ACCOUNT DIST NUMBER.: ..      FY.:
STATUS CODE.........:           :
STATUS CHANGE DATE..:           DT SENT TO ACTG:        AT.:
ACTION CODE.........:           :
AMOUNT.:              FROM LINE:      TO LINE:
            :                          :
            :                          :
            :                          :
            :              REASON CODES
            :              1 :         :
            :              2 :         :
            :              3 :         :
                           4 :         :
USERID LAST CHANGE..:         DATE LAST CHANGED..:
```

Purpose   The purpose of the Order Payment Accounting Distribution Table is to provide the ability to inquire an order payment accounting distribution record. Access is granted only to those orders for which the user has security access.

**Screen
Characteristics**   Inquire OPAG Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. If left blank on inquiry, the system will display the first order number in the database.
Order Title	2x40	Protected. The title of the order number input as provided from the ORDR Table.
Paying Agency	6	Protected. The paying agency from the ORDR Table.
Paying Agency Title	35	Protected. The paying agency title from the AGCY Table.
Invoice Number	30	Unprotected. Key. If left blank on inquiry, the system will display the first invoice number in the database for the listed order.
Account Dist Number	2	Unprotected. Key. If left blank on inquiry, the system will display the first accounting distribution record in the database for the listed order and invoice number.
FY	2	Protected. Displayed fiscal year of the entered order number.
Status Code	1	Protected. Display of OPAG status.
Status Code Title	30	Protected. An interpretation of the status code from BTAB Table RG (Accounting Status Code).
Status Change Date	8	Protected. The date the status code was last changed,
Dt Sent To Actg	8	Protected. Date this record was processed to accounting.
At (Accounting Sys)	5	Protected. Maintained by the system. Identifies the accounting system (AFS) that the record was last in interface with.
Action Code	1	Protected. Display of OPAG action code.
Action Code Title	30	Protected. An interpretation of the actin code from BTAB Table AC.

OPAG: Order Payment Accounting Distribution Table

Field Completion

Field	Size	Description
Amount	9.2	Protected. Display of amount processed for payment against that accounting distribution.
From Line	5	Protected. Display of beginning order line for line range subject to that accounting distribution.
To Line	5	Protected. Display of ending order line for line range subject to that accounting distribution.
Actg Dist Fld Labels	10x10	Protected. Interpreted labels from the BLBL Accounting Labels Table. Key to BLBL record is Department Financial of the Bill-To-Agency of the RACG record. If Key is not found, the labels will default to 'CNTRL' format of BLBL Table.
Dist Data Entry Fld 1-8	8x8	Protected. Display of related field entry from OAMT.
Dist Data Entry Fld 9	15	Protected. Display of related field entry from OAMT.
Dist Data Entry Fld 10	20	Protected. Display of related field entry from OAMT.
Reason Codes 1-4	4x6	Protected. Maintained by the system. If interface with accounting results in 'failed accounting process', the reason codes for failure are displayed.
Reason Code Title	4x30	Protected. Interpreted title of the reason code from BTAB Table RE (Reason Code).
UserId Last Change	8	Protected. The USERID of the person making the last change to the record.
Date Last Changed	8	Protected. The date the last change was made.

OPAS   Order Payment by Agency and Status

```
ENTER FUNCTION: ............ TRANS: OPAS
                                                         DATE:
ORDER PAYMENT BY AGENCY AND STATUS                       TIME:
KEY IS BILL-TO AGENCY, APPROVAL STATUS, INVOICE NO, AND ORDER  TERM:

BILL-TO AGENCY.:  ...... ...... :
APPROVAL STATUS:  .
PAYMENT STATUS.:  ...

                                                 APPROVED PART/
ORDER        INVOICE NO                 VENDOR NO    DATE   FINAL
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
```

Purpose The purpose of the Order Payment by Agency and Status is to provide the user with the capability of inquiry of Order Payment Header Table (OPAY) records by bill-to agency and approval status. Access will be granted to those users with proper security.

**Screen
Characteristics** Inquire Order Payment Table.

**Procedure
Cross-Reference** Chapter 2 Receipt, Invoice and Payment Processing,

6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Bill-To Agency	6	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first bill-to agency record in the OPAY database.
Bill-To Sub-Agency	6	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first bill-to sub-agency in the OPAY database for the specified bill-to agency.
Paying Agency Title	35	Protected. Inferred title of the paying agency from the AGCY Table.
Approval Status	1	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first OPAY record approval status in the database for the specified paying agency.
Payment Status	3	Unprotected. If left blank will default to the first payment status for the bill to agency and approval status indicated.
Order	12x10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first order in the OPAY database for the specified paying agency, approval status, and invoice number.
Invoice No	12x25	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first invoice number in the OPAY database for the specified paying agency, and approval status.
Vendor No	12x11	Protected. Display of the related OPAY record's vendor number.
Approved Date	12x6	Protected. Display of the related OPAY record's approved date.
Part/Final	12x1	Protected. Display of the related OPAY record's partial/final indicator.

OPAY   Order Payment Header Table

```
ENTER FUNCTION: ............ TRANS: OPAY
                                                         DATE:
ORDER PAYMENT HEADER TABLE                               TIME:
KEY IS ORDER NUMBER AND VENDOR INVOICE NUMBER            TERM:
ORDER NO........: ..........            BILL-TO AGENCY:
VEND INVOICE NO.: ............          CONTRACT NO...:
STATUS CODE.....: ...  :
APPROVE PAYMENT.: .    SCHED PAY DATE: ........ SCHED PAY DATE OK?: .
RECEIPT DATE....: ........              ACCT PERIOD...: ....
BUDGET FY.......: ..    SINGLE CHECK: . PAY TO AGENCY.: ......
VENDOR NUMBER...:          ..           PARTIAL/FINAL.: .
PAYEE NAME 1....:                       CHECK CATEGORY:
PAYEE NAME 2....:                       PPA START DATE:
ADDRESS LINE 1..:                       AGPS INVOICE #:
ADDRESS LINE 2..:                       CHECK NUMBER..:
CITY, STATE, ZIP:                                   -
PAYMENT AMOUNT..:              AMOUNT PAID..:
COMMENTS........: ......................................
INVOICE DATE....:            PAYMENT VOUCHER #:
USERID LAST CHG.:            DATE LAST CHANGED:
ORDER DOC TYPE..:     :                             USER APPV:
PAYMENT TYPE....:     :                             DATE APPV:
```

Purpose

The purpose of the Order Payment Header Table screen is to provide the user with the capability to maintain and inquire Order Payment Header Table (OPAY) records. Access will be granted to those users with proper security.

Screen Characteristics

Maintain and Inquire Order Payment Table.

Procedure Cross-Reference

Chapter 2 Receipt, Invoice and Payment;

5.2 Change/Approve Order Payment Header
5.3 Post (Process) Order Payment Header
5.4 Inquire Order Payment Header

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. Required for inquiry or change. On inquiry, if left blank, the system will display the first order record in the database.
Bill-To Agency	6	Protected. Display of the bill-to agency retrieved from the ORDR header record.
Bill-To Sub-Agency	6	Protected. Display of the bill-to sub-agency retrieved from the ORDR header record.
Vend Invoice No	12	Unprotected. Key. Required for inquiry or change. On inquiry, if left blank, the system will display the first sequenced record in the database for the specified order number.
Contract No	10	Protected. Display of Contract Number from OINV.
Status Code	3	Unprotected. Used to indicate the processing status of the OPAY record.
Status Code Title	30	Protected. Inferred interpretation of the status code of the OPAY record from BTAB Table SN.
Approve Payment	1	Unprotected. Used to indicate approval status for all lines in the OPAY record. Defaults to **N**. Valid entries are **N** - not all lines approved and **Y** - approve all lines.
Sched Pay Date	8	Unprotected. This date is entered by the user. If left blank, on approval the date will be computed by the system.
Sched Pay Date OK?	4	Unprotected. Used to indicate if the scheduled Prompt Payment (PPA) Date is acceptable. Allowed entries are **Y** and **N**.
Receipt Date	8	Unprotected. Required. Indicates the date the goods or services were being paid for were received. Date must be valid and equal to or less than current date.

Field Completion

Field	Size	Description
Acct Period	4	Unprotected. Indicates the accounting period in which the payment should be posted in the financial system. If entered must be equal a valid fiscal month and year. This can be done during the 45 day close, and during the first 3 working days of each month when 2 accounting months are open.
Budget FY	2	Unprotected. Indicates the budget fiscal year in which the payment should be posted in the financial system. If entered must be equal a valid budget fiscal year.
Single Check	1	Unprotected. Optional entry. Valid entries are **Y** and **N**. **Y** indicates payment is to be processed in a single check to the vendor with no other payments. **N** indicates that payment can be combined with other payments to the vendor.
Pay to Agency	6	Protected. Inferred Pay to Agency number from the vendor table for the vendor number on the order.
Part/Final	1	Unprotected. Optional entry. This is the partial/ final payment indicator for the entire order. Valid entries are **P** - partial and **F** - final. Will default to **P** when added by posting OINV.
Vendor Number	9/2	First 9 protected. Location code unprotected. Inferred vendor number from the OINV header record. If entered, must be a valid entry in the VEND Table.
Check Category	2	Protected. Indicates the check category for payment processing in accounting. (N/A)
Payee Name 1	30	Protected. Inferred interpretation of the vendor name 1 from VEND Table for specified vendor number.
PPA Start Dt	8	Protected. Used by the system to indicate the start date used for scheduling the prompt payment date for OPAY. Date will be the later of Last Receipt Date, Last Inspection Date or Last Invoice Received Date.
Payee Name 2	30	Protected. Inferred interpretation of the vendor name 2 from VEND Table for specified vendor number.
AGPS Invoice #	3	Protected. Assigned AGPS invoice number from the supporting invoice.
Address Line 1	25	Protected. Inferred interpretation of the vendor address line 1 from VADR Table for specified vendor number.
Address Line 2	25	Protected. Inferred interpretation of the vendor address line 2 from VADR Table for specified vendor number.

Field Completion

Field	Size	Description
Check Number	11	Protected. Assigned check number from accounting.
City	15	Protected. Inferred name of the vendor's address city from the VADR Table for the specified vendor number.
State	2	Protected. Inferred state code from the vendor's address record in the VADR Table for the specified vendor number.
Zip	5/4	Protected. Inferred zip code from the vendor's address record in the VADR Table for the specified vendor number.
Payment Amount	9.2	Protected. System will generate amount based on the approved line amounts.
Amount Paid	9.2	Protected. System will input amount paid based on the line(s) amount processed to accounting less any discounts taken in the accounting system.
Comments	40	Unprotected. Optional entry. Free form entry text. Text will be sent to the accounting system, and the first 16 characters will print on the check stub.
Invoice Date	8	Protected. Inferred invoice receipt date from OINV.
Payment Voucher #	7	Protected. Inferred payment voucher number for approved payment. Maintained by the system.
USERID Last Chg	8	Protected. USERID of the user who last changed this record; system maintained.
Date Last Changed	8	Protected. Date the record was last changed; system maintained.
Order Doc Type	3	Protected. Inferred order document type for payment record from the ORDR Table of the referenced order number.
Order Doc Type Title	30	Protected. Inferred interpretation of the order document type from BTAB Table DO.
USER Appv	8	Protected. System will input the USERID of the user that set the approval status to **Y**.
Payment Type	1	Protected. Payment type is maintained by the system when the OPAY is approved.
Payment Type Title	30	Protected. Inferred interpretation of the payment type code from BTAB Table GP.

Field Completion

Field	Size	Description
Date Appv	8	Protected. Date is set by the system when approval is changed to **Y**.

OPER   Order Periodic Payment Inquiry

```
ENTER FUNCTION: ............ TRANS: OPER
                                                      DATE:
PERIODIC PAYMENT ORDER INQUIRY                        TIME:
KEY IS PAYMENT IND, FREQUENCY, ORDER NUMBER, AND LINE     TERM:

PERIODIC PAYMENT IND: .
FREQUENCY...........: .          :
ORDER NUMBER........: .......... :

BEGIN PAY DATE                END PAY DATE
ORDER   CHG    PAYMENT    LAST DATE
LINE    NO     AMOUNT       PAID
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
```

Purpose   The purpose of the Order Periodic Payment Inquiry transaction is to provide the user with the capability to inquire orders and order lines that are subject to (set up for) the periodic payment process. Access is granted to those users with proper security. This transaction is INQUIRE only.

**Screen
Characteristics**   Inquire Order Periodic Payment data.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

                       6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Periodic Payment Ind	1	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the **N** (NO) indicator records first.
Frequency	1	Unprotected. Key. Required for inquiry. Display of the inferred frequency for generation of periodic payment records. If left blank on inquiry, the system will display the first frequency in the database for the specified periodic payment indicator. Entry must be a valid code in BTAB Table FR (Payment Frequency Code).
Frequency Title	30	Protected. Interpretation of the frequency code from BTAB Table FR.
Order Number	10	Unprotected. Key. If left blank on inquiry, system will display the first order record in the database subject to specified periodic payment indicator and frequency.
Order Title	2x40	Protected. Inferred order title from the ORDR Table record.
Begin Pay Date	6	Protected. Display of the begin pay date form the ORDR Table.
End Pay Date	6	Protected. Display of the end pay date form the ORDR Table.
Order Line	10x5	Unprotected. Key. If left blank on inquiry, system will display the first line record in the database for the specified order number.
Chg No	10x2	Protected. Display of the order change number. If the order line has been added or updated by an order change order, the change number will be displayed in this field.
Payment Amount	10x9.2	Protected. Display of the payment amount from the related OQTY record.
Last Date Paid	10x8	Protected. Display of the last date paid date form the OQTY Table record. Indicates the date that a periodic payment was last processed for this record.

OPLN   Order Payment Line Table

```
ENTER FUNCTION: ............ TRANS: OPLN
                                                         DATE:
ORDER PAY LINE TABLE                                     TIME:
KEY IS ORDER NUMBER, VENDOR INVOICE NUMBER AND LINE NUMBER    TERM:
ORDER NO........:  ..........
VEND INVOICE NO.:  ............

LINE NO: ..... COMM:               :
QTY ORD:          QTY RECVD:             QTY INVCD:
U/P ORD:            INV:           ADJ:             PAY:
APPROVE:    USERID         DATE

LINE NO: ..... COMM:               :
QTY ORD:          QTY RECVD:             QTY INVCD:
U/P ORD:            INV:           ADJ:             PAY:
APPROVE:    USERID         DATE

LINE NO: ..... COMM:               :
QTY ORD:          QTY RECVD:             QTY INVCD:
U/P ORD:            INV:           ADJ:             PAY:
APPROVE:    USERID         DATE
```

Purpose   The purpose of the Order Payment Line Table screen is to provide the user with the capability to inquire and review Order Payment Line Table (OPLN) records. Access will be granted to those users with proper security.

Screen
Characteristics Inquire Order Payment Line Table.

Procedure
Cross-Reference Chapter 2 Receipt, Invoice and Payment Processing,

5.5 Inquire Order Payment Line(s).

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. If left blank, the system will display the list of lines for the first order number in the database. If entered, the system will display the list of lines for the order specified.
Vendor Invoice Number	12	Unprotected. Key. If left blank, the system will display the first invoice number for the specified order in the database. If entered, the system will display the vendor invoice number specified for the order number specified.
Line No	5	Unprotected. Key. Required for inquiry of a specific line record. If left blank, the system will start with the first line within the vendor invoice number specified and order number specified.
Comm	11	Protected. Commodity number from OQTY table.
Commodity description	40	Protected. Description is displayed from OMOD, if existing or from CSPC Table.
Qty Ord	6.3	Protected. Inferred quantity ordered of the line number specified from the OQTY record.
Qty Recvd	6.3	Protected. Inferred quantity received from the order OQTY record.
Qty Invcd	6.3	Protected. Inferred quantity invoiced from the OILN record for this line.
U/P Ord	(s)7.5	Protected. Inferred unit price of the line number specified from the OQTY record.
Inv	(s)7.5	Protected. Inferred unit price invoiced from the OILN record for this line.
Adj	(s)9.2	Protected. Reflects any adjustments i.e., shipping charges, etc. for the line number specified.
Pay	(s)9.2	Protected. System calculated (quantity invoiced * unit price invoiced + adjusted amount)

Field Completion

Field	Size	Description
Approve	1	Protected. Retrieved from OPAY.
Userid	8	Protected. System assigned based on the sign on USERID. Reflects the USERID of the user approving the line for payment.
Date	8	Protected. System assigned date that the line was approved for payment.

OPMI   Payments by AGPS Invoice Number

```
ENTER FUNCTION: ............ TRANS: OPMI
                                                   DATE:
PAYMENT BY AGPS INVOICE NUMBER                     TIME:
KEY IS AGPS INVOICE NUMBER AND ORDER NUMBER        TERM:

AGPS
INVOICE ORDER                           PAYMENT      CREATION APRV
NUMBER  NUMBER   VENDOR INVOICE NUMBER  AMOUNT       DATE     CODE
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
 ...    ..........
```

Purpose   The purpose of the Payments by AGPS Invoice Number screen is to provide the user with a method of finding a payment for a Vendor Invoice by inquiring AGPS using the AGPS assigned invoice number. Inquire only. Access will be granted to those users with proper authority.

**Screen
Characteristics**   Inquire Order Payment Header Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
AGPS-2 Invoice Number	14x3	Unprotected. Key. Required for Inquire. This is the 3 character invoice number assigned by AGPS during the add process for an order. If left blank on inquiry, system will display the first AGPS Invoice Number record in the database. Entry must be a valid AGPS Invoice Number in the OPAY Table.
Order Number	14x10	Unprotected. Key. Required for inquire. If left blank on inquiry, system will display the first order record within the AGPS Invoice Number in the database. Entry must be a valid order number in the OPAY Table.
Vendor Invoice Number	14x30	Protected. The Vendor Invoice Number for the Order Number and AGPS Invoice Number in the database.
Payment Amount	14x9.2	Protected. The amount of the payment from the payment record.
Creation Date	14x8	Protected. The date the payment record was created. Displayed from the payment record.
Aprv Code	14x1	Protected. The approval code from the payment record shows if payment has been approved.

OPST   Order Payment by Status

```
ENTER FUNCTION: ............ TRANS: OPST
                                                     DATE:
ORDER PAYMENT BY STATUS                              TIME:
KEY IS STATUS CODE AND ORDER NUMBER AND INVOICE NO.  TERM:

STATUS CODE: ... :

                                             APPROVED PART/
ORDER       INVOICE NO                VENDOR NO  DATE   FINAL
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
..........  ..............................
```

Purpose   The purpose of the Order Payment Status is to provide the user with the capability of inquiry of Order Payment Header Table (OPAY) records by status. Access will be granted to those users with proper security.

**Screen
Characteristics**   Inquire Order Payment Status Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment Processing,

                      6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	3	Unprotected. Key. If left blank, will return the first status code in the database. If input, will return a list of orders for status code.
Status Code Title	30	Protected. The title of the status code from BTAB Type Title (SN - Status Codes -Rec/Inv/Pay).
Order	12x10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first order in the OPAY database for the specified paying agency, approval status, and invoice number.
Invoice No	12x30	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first invoice number in the OPAY database for the specified paying agency, and approval status.
Vendor No	12x11	Protected. Display of the related OPAY record's vendor number.
Approved Date	12x6	Protected. Display of the related OPAY record's approved date.
Part/Final	12x1	Protected. Display of the related OPAY record's partial/final indicator.

OQTY   Order Quantity Table

```
ENTER FUNCTION: ............ TRANS: OQTY
                                                    DATE
ORDER QUANTITY TABLE                                TIME
KEY IS ORDER NUMBER AND LINE NUMBER                 TERM

ORDER NO.........: .......... :


                                           ------LAST ----
LINE     QUANTITY     QUANTITY    BALANCE    QUANTITY  DELIVERY RECEIPT P/F
         ORDERED      RECEIVED               INVOICED   DATE     DATE   IND
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
```

Purpose

The purpose of the Order Quantity Table is to provide for inquiry, by order line, of the status of commodities ordered versus commodities received. Access will be granted to those users with proper security.

Screen Characteristics

Inquire Order Quantity Table.

Procedure Cross-Reference

Chapter 2 Receipt, Invoice and Payment Processing,

2.1 Inquire Order Quantity Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. Required for inquiry of a specific record. If left blank, first order record in database will be displayed.
Order Title	2x40	Protected. Title Lines 1 and 2 from ORDR Table.
Line	11x5	Unprotected. Key. Required for inquiry of a specific line record. If left blank, the first line of order in the database will be displayed.
Quantity Ordered	11x6.3	Protected. Quantity ordered from OLIN record.
Quantity Received	11x6.3	Protected. Quantity received from ORLN record.
Balance	11x6.3	Protected. Calculated by the system; Qty Ordered - Qty Received.
Quantity Invoiced	11x6.3	Protected. Quantity invoiced from OINV record.
Last Delivery Date	11x8	Protected. Calculated by the system from ORDR record; Delivery Days ARO + 5 days, Weeks ARO converted to days + 5 days, or the Delivery Date.
Last Receipt Date	11x8	Protected. Updated by ORLN transaction.
P/F Ind	11x1	Protected. Updated by ORLN transaction.

OQT2   Order Quantity Table #2

```
ENTER FUNCTION: ............ TRANS: OQT2
                                                  DATE:
ORDER QUANTITY TABLE #2                            TIME:
KEY IS ORDER NUMBER AND LINE NUMBER               TERM:
ORDER NO.........: .......... :
LINE NUMBER......: ..... CHANGE NUMBER:   STATUS:   DELIVERY DATE:
STATUS CODE......:      :                           DATE CHG:
COMMODITY CODE...:                    :
MOVABLE PROPERTY.:     INVENTORY ITEM NUMBER.:
QUANTITY ORDERED.:                  CHANGED...:              NET:
QUANTITY RECEIVED:                  BALANCE...:
QUANTITY INVOICED:                  BALANCE...:
UOM ORDERED......:                  CHANGED...:
UP ORDERED.......:                  CHANGED...:
AMOUNT ORDERED...:                  CHANGED...:              NET:
INVOICE LINE.....:                  ADJUSTED..:              NET:
LINE APPROVED....:                  ADJUSTED..:              NET:
PROCESSED LINE...:                  ADJUSTED..:              NET:
LAST RECEIPT NO..:     DATE:          P/F:   SPEC COND:
LAST INVOICE NO..:                          P/F:     DATE:
PERIODIC PAYMENT.:   FREQ:   PAY AMT:                LAST PAID:
SCHED PAY DATE 1.:         SCHED PAY DATE 2.:        LAST INSP:
```

Purpose
The purpose of the Order Quantity Table #2 is to provide for inquiry of detailed status or a particular order line of commodities ordered versus commodities received and amount approved/processed for payment. Access will be granted to those users with proper security.

Screen Characteristics
Inquire Order Quantity Table.

Procedure Cross-Reference
Chapter 2 Receipt, Invoice and Payment Processing,

2.2 Inquire Order Quantity Table #2.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. Required for inquiry of a specific record. If left blank, first order record in the database will be displayed.
Order Title	40	Protected. Title Line 1 from the ORDR Table.
Line Number	5	Unprotected. Key. Required for inquiry of a specific record. If left blank, the first line in the database for the order will be displayed.
Change Number	2	Protected. Set by the system.
Status	1	Protected. Inferred OQTY record status.
Delivery Date	8	Protected. Maintained by the system; ORDR Delivery Days ARO + 5 days, Weeks ARO converted to days + 5 days, or the delivery date.
Status Code	3	Protected. Current status of ORDR record.
Status Code Title	30	Protected. Interpretation of Status Code from BTAB Table SO (Order Status).
Date Chg	8	Protected. Updated by the system from ORDR status code change date.
Commodity Code	11	Protected. Displayed from OLIN or OCLN record.
Commodity Code Description	2x40	Protected. First two lines from COMM record. If commodity code is from OLIN and OMOD exists, first two lines from OMOD record. If commodity code is from OCLN and OCMD exists, first two lines from OCMD record.
Movable Property	1	Protected. Displayed from OLIN or OCLN record. Indicates if commodity purchased is Movable Property.
Inventory Item Number	3	Protected. Item number from the inventory system.
Quantity Ordered	6.3	Protected. Quantity ordered from OLIN record.

Field Completion

Field	Size	Description
Changed	6.3	Protected. Quantity changed from OCLN record.
Net	6.3	Protected. Calculated by the system; Qty Ordered + Qty Changed.
Quantity Received	6.3	Protected. Quantity received from ORLN record.
Balance	6.3	Protected. Calculated by the system; (Qty ordered + Qty changed - Qty Received).
Quantity Invoiced	6.3	Protected. Quantity invoiced from OILN record.
Balance	6.3	Protected. Calculated by the system (quantity ordered + quantity changed - quantity invoiced).
UOM Ordered	5	Protected. Unit of measure from the OLIN record.
Changed	5	Protected. Unit of measure from the OCLN record.
UP Ordered	$(\pm)7.5$	Protected. Unit price from the OLIN record.
Changed	$(\pm)7.5$	Protected. Unit price from the OCLN record.
Amount Ordered	$(\pm)9.2$	Protected. Amount ordered from the ORDR record.
Changed	$(\pm)9.2$	Protected. Amount changed from the OCLN record.
Net	$(\pm)9.2$	Protected. Amount ordered + Amount changed.
Invoice Line	$(\pm)9.2$	Protected. Invoiced amount from OILN record.
Adjusted	$(\pm)9.2$	Protected. Invoiced Adjusted Amount from OILN record.
Net (Invoiced)	$(\pm)9.2$	Protected. The line cumulative amount of OILN that has been posted, inclusive of any adjusted amount. Updated by OINV and OILN.
Line Approved	$(\pm)9.2$	Protected. Approved amount from OPLN.
Adjusted	9.2	Protected. Approved adjusted amount from OPLN.
Net (Approved)	9.2	Protected. The net cumulative amount on OPLN that has been approved for payment, inclusive of any adjusted amount. Updated by OPAY and OPLN.

Field Completion

Field	Size	Description
Processed Line	($\pm$)9.2	Protected. Processed amount of approved payment from OPLN. Updated by BO15X.
Adjusted	($\pm$)9.2	Protected. Processed adjusted amount from OPLN. Updated by BO15X.
Net (Processed)	($\pm$)9.2	Protected. The net cumulative amount of Processed Line and Adjusted (Processed).
Last Receipt No.	3	Protected. Last receiver sequence from the OREC record.
Date	8	Protected. The last receipt date is from OREC receipt date.
P/F	1	Protected. Indicates partial or final receipt from the OREC record.
Spec Cond	3	Protected. Special condition code from ORLN record.
Last Invoice No	25	Protected. Last invoice number from the OINV record.
P/F	1	Protected. Indicates partial or final invoice from the OINV record.
Date	8	Protected. Last invoice date from the OINV record.
Periodic Payment Ind	1	Protected. Flag is used to identify an order line subject to periodic payment. Indicator is from ORDR header.
Freq	1	Protected. Used to indicate the frequency for generation of periodic payment records. Frequency is from ORDR header.
Pay Amt	9.2	Protected. Display of amount to be paid for periodic payment.
Last Paid	8	Protected. Display of date last paid for periodic payment.
Sched Pay Date 1	8	Protected. Display of the computed next scheduled payment date 1 from the ORDR Table header record.
Sched Pay Date 2	8	Protected. Used for Semi-Monthly processing. Display of the computed next scheduled payment date 2 in the second half of a month from the ORDR Table header record.
Last Insp	8	Protected. Last inspection approval date for this line. Used by OINV and OPAY to calculate the Scheduled Pay Date for prompt payment discounts.

ORAS   Order Receipt by Agency and Status

```
ENTER FUNCTION: ............ TRANS: ORAS
                                                      DATE:
ORDER RECEIPT BY AGENCY AND STATUS                    TIME:
KEY IS REQ AGENCY, STATUS, RECEIVER, AND ORDER        TERM:

REQ AGENCY.....: ......      :
STATUS.........: ...         :

          RCVR                RECEIPT     PART/     STATUS     AGENCY
ORDER      #    VENDOR NO      DATE       FINAL    CHG DATE   RECEIVER #
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
.......... ...
```

Purpose   The purpose of the Order Receipt by Agency and Status is to provide the user with the
                         capability of inquiry of Order Receiver Header Table (OREC) records by requisitioning
                         agency and status. Access will be granted to those users with proper security.

Screen
Characteristics   Inquire Order Receiver Header Table.

Procedure
Cross-Reference   Chapter 2 Receipt, Invoice and Payment Processing,

                         6.1 Inquire Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Req Agency	6	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first requisitioning agency record in the OREC database.
Req Agency Title	35	Protected. Inferred title of the requisitioning agency from the AGCY Table.
Status	3	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the lowest OREC record status in the database for the specified requisitioning agency.
Status Title	30	Protected. Inferred interpretation of the status code from BTAB Table SN (Status Code-Receiving/Invoice).
Order	12x10	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first order in the OREC database for the specified requisitioning agency, status, and receiver.
Rcvr #	12x3	Unprotected. Key. Required for inquiry. If left blank on inquiry, the system will display the first receiver in the OREC database for the specified requisitioning agency and status.
Vendor No	12x11	Protected. Display of the related OREC record's vendor number.
Receipt Date	12x6	Protected. Display of the related OREC record's receipt date.
Part/Final	12x1	Protected. Display of the related OREC record's partial/final indicator.
Status Chg Date	12x6	Protected. Display of the related OREC record's status change date.
Agency Receiver #	12x10	Protected. Display of the related OREC record's agency receiver number.

ORBD   Order Receipts By Line And Date

```
ENTER FUNCTION:                    TRANS: ORBD
                                                        DATE:
ORDER RECEIPTS BY LINE AND DATE                         TIME:
KEY IS ORDER NUMBER, LINE NUMBER, AND RECEIPT DATE      TERM:

ORDER NUMBER: .......... :

LINE NUMBER.: .....                    TOTAL RECEIPTS.......:

OQTY CUM QTY RECEIVED:                 OQTY CUM QTY INVOICED:

RECEIPT        RECEIVER      QUANTITY       UNIT          RECEIPT
 DATE          NUMBER        RECEIVED       COST          STATUS

..........      ...
..........      ...
..........      ...
..........      ...
..........      ...
..........      ...
..........      ...
..........      ...
```

Purpose   The Order Receipts by Line and Date provide the user with the ability to inquire current receipt information for an order line by order number, line number, and receipt date. Data displayed is order number, line number, total number of receipts, cumulative OQTY receipts and invoiced quantity, receipt date, receiver number, quantity received, unit cost and receipt status. Access is granted to those users with proper security.

**Screen
Characteristics**   Inquire Order Receipts by Line and Date

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment;

                        6.1 Inquiry of Receipt, Invoice and Payment Records.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order Number	10	Unprotected. Key. If blank on inquiry, system will return with first order number in the database. If input, list will be displayed for input order number, if present.
Order Title	40	Protected. Inferred title line 1 of referenced (displayed) order number from the ORDR Table.
Line Number	5	Unprotected. Key. If blank on inquiry, system will return with first line number in the database for the displayed order number. If input, list will be displayed for input order number and line number, if present.
Total Receipts	5	Protected. A cumulative count of all receipts recorded for the displayed order number and line number regardless of status.
OQTY Cum Qty Received	6.3	Protected. Display of OQTY received quantity for displayed order number and line number. (Total of receipts posted for order line number.)
OQTY Cum Qty Invoiced	6.3	Protected. Display of OQTY invoiced quantity for displayed order number and line number. (Total of quantity invoiced posted for order line number.)
Receipt Date	10	Unprotected. Inferred receipt date for order receipt line. If blank on inquiry, system will display list beginning with the first date in the database for the displayed order number and line number. If input, system will display list beginning with date input, if in the table. Format is CCYY MM DD.
Receiver Number	3	Unprotected. Inferred receiver number for the order receipt line. If left blank on inquiry, system will display list beginning with the first receiver number in the database for the displayed order number, line number, and receipt date. If input, system will display the list beginning with the receiver number input, if in the table.
Quantity Received	6.3	Protected. The inferred received quantity for the displayed receipt line.

Field Completion

Field	Size	Description
Unit cost	7.5	Protected. The inferred unit price (cost) for the displayed receipt line.
Receipt Status	3	Protected. The inferred receipt status from the OREC Table for the displayed receipt line.

OREC   Order Receiver Header Table

```
ENTER FUNCTION: ............ TRANS: OREC
                                                          DATE:
 ORDER RECEIVER HEADER TABLE                              TIME:
 KEY IS ORDER NUMBER AND RECEIVER NUMBER                  TERM:

 ORDER NO.......: .......... :
 RECEIVER NO....: ...
 REQ-AGENCY.....:
 DOC TYPE.......: ...          AGCY RECEIVER #: ........................
 SHIP-TO AGENCY.: ...... - ......  CONTRACT...: ..........
 STATUS CODE....: ... :                              CHG DATE:
 VENDOR INV NO..:
 VENDOR NO......:            .. :

 ADDRESS 1......:
 ADDRESS 2......:
 CITY...........:                      STATE:    ZIP:
 RECEIPT DATE...: ........        PARTIAL/FINAL.: .   QTY VARIANCE..:
 CARRIER........: ...................     WAREHOUSE CODE.:
 COMMENTS.......: .....................................
 USERID LAST CHG:         DATE LAST CHANGED:
```

Purpose   The purpose of the Order Receiver Header Table is to provide the user with the capability
                     to add, change, delete and inquiry basic receiving information for item(s) received. Access
                     will be granted to those users with proper security.

Screen
Characteristics Add, Change, Delete and Inquire Order Receiver Header Table.

Procedure
Cross-Reference Chapter 2 Receipt, Invoice and Payment;

                     3.1 Add Order Receiver Header and Lines
                     3.2 Change Order Receiver Header
                     3.4 Cancel Order Receiver Header/Line(s)
                     3.5 Inquire Order Receiver Header
                     3.7 Post Order Receiver Header
                     3.8 Reverse Post Order Receiver Header

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. Required for add, change, delete, or inquiry. If left blank on inquiry, the system will display the first order record in the database. Order number must be key to a valid record in the order table.
Order No Title	2x40	Protected. Title lines 1 and 2 from ORDR Table.
Receiver No	3	Unprotected. Key. Required on add. Will be left blank on add, system will automatically assign. If left blank on inquiry, system will display the first receiver record within the order in the database.
Req-Agency	6	Protected. The requisitioning agency from the ORDR header.
Doc Type	3	Protected. Inferred from ORDR table.
Agcy Receiver #	25	Unprotected. Optional entry. To be used in accordance with local policy.
Ship-To Agency	6	Unprotected. Optional. Required if order document type is agency blanket order - BPA, agency blanket order - contract, or multi-vendor order. Used to verify if agency is authorized to use the order. If blank in the table record, will display the master ship-to agency of the ORDR header record.
Ship-To Sub-Agency	6	Unprotected. Optional. Required if order document type is agency blanket order - BPA, agency blanket order - contract, or multi-vendor order. Used, in combination with the requisitioning agency, to verify if agency is authorized to use the specified contract. If blank in the table record, will display the master ship-to sub-agency of the ORDR header record.
Contract	10	Unprotected. Optional. Required if order document type is agency blanket order - contract or multi-vendor order. Used to verify if contract is authorized for use under this order and to obtain contract vendor information.
Status Code	3	Unprotected. On add leave blank and it will default to 600. If input, must be a valid entry in BTAB Table SN.

Field Completion

Field	Size	Description
Status Code Title	30	Protected. Interpreted title of the status code from BTAB Table SN.
Chg Date	8	Protected. Maintained by the system for status code changes.
Vendor Inv No	12	Protected. Inferred vendor invoice number. Maintained by OINV for All-In-One processing.
Vendor No	9/2	Protected (9). Unprotected (2). Optional Entry. Defaults to Vendor Number on the ORDR Table. If entered, must be a valid and active vendor in the VEND Table.
Vendor Name	2x30	Protected. Inferred name of vendor number from VEND Table.
Address 1, 2	2x25	Protected. Inferred address of vendor number from VADR. If address type 3 exists, it will be displayed, otherwise, address type 1 will be displayed.
City	15	Protected. Will default to city of address type 3 or 1 of VADR record for the vendor number displayed.
State	2	Protected. Will default to state of address type 3 or 1 of VADR record for the vendor number displayed.
Zip	5/4	Protected. Will default to zip code of address type 3 or 1 of VADR record for the vendor number displayed.
Receipt Date	8	Unprotected. Required. Indicates the date the goods or services were received. Date must be valid and equal to or less than current date.
Partial/Final	1	Unprotected. Required for add. Must be P (Partial) or F (Final).
Qty Variance	1	Protected. Defaults to 'N' to prevent the system set variance on BIN2 to be overidden.
Carrier	20	Unprotected. Optional. Entry is free form text.
Warehouse Code	4	Protected. Inferred warehouse code from the order header record for stock requests and replenishment.
Comments	40	Unprotected. Optional. Entry is free form text.
UserID Last Chg	8	Protected. Maintained by system. Function line user ID is moved to this field when a change is made.

Field Completion

Field	Size	Description
Date Last Changed	8	Protected. Maintained by the system whenever a change is made to the record.

ORLN   Order Receiver Line Table

```
ENTER FUNCTION: ............ TRANS: ORLN
ORDER RECEIVER LINE TABLE                                      DATE:
KEY IS ORDER NUMBER, RECEIVER NUMBER AND LINE NUMBER       TIME:
                                                              TERM:
ORDER NO....: .......... :
RECEIVER NO.: ...
LINE: ..... COMM:              :
QTY BALANCE:           QTY RECEIVED: .......... UNIT: ..... P/F: .
SPEC COND..: ... :

LOT CODE/PART#: ................... EXP DATE: ........ INV ITEM NBR:

LINE: ..... COMM:              :
QTY BALANCE:           QTY RECEIVED: .......... UNIT: ..... P/F: .
SPEC COND..: ... :
LOT CODE/PART#: ................... EXP DATE: ........ INV ITEM NBR:

LINE:..... COMM:              :
QTY BALANCE:           QTY RECEIVED: .......... UNIT: ..... P/F: .
SPEC COND..: ... :
LOT CODE/PART#: ................... EXP DATE: ........ INV ITEM NBR:
```

Purpose   The Order Receiver Line Table permits inquiry and maintenance of quantity received information, including whether the receipt is for final delivery or partial delivery. The condition of the items received is also maintainable. Access will be granted to those users with proper security.

**Screen
Characteristics**   Change and Inquire Order Receiver Line Table.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment;

3.3 Change Order Receiver Line
3.6 Inquire Order Receiver Line(s)

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. Required for add or change. If left blank on inquiry, system will display first order record in the database. Must be key to a valid record in OREC Table.
Order No Title	2x40	Protected. Title lines 1 and 2 from ORDR Table.
Receiver No	3	Unprotected. Key. Required for add or change. If left blank on inquiry, system will display first receiver record for the order in the database.
Line	5	Unprotected. Optional. Required for inquiry of a specific line record. On add entry is optional, system will build records from OQTY Table.
Comm	11	Protected. Commodity number from OQTY Table.
Commodity Description	40	Protected. Description is displayed from OMOD, if existing or from COMM Table.
Qty Balance	6.3	Protected. Quantity ordered less quantity received OQTY Table.
Qty Received	6.3	Unprotected. Optional. Must be numeric and greater than 0. On change, (ORLN Qty received + OQTY Qty received) is greater than (OQTY quantity ordered + OQTY quantity changed) + 10%, the entry will be rejected as an error.
Unit	5	Unprotected. Optional. Will default to UOM from OQTY. If entered, it must be a valid entry in BTAB Table UM (Unit of Measure).
P/F	1	Unprotected. Will default to value in OREC on add. Used to indicate receipt action. Entry must be P (Partial) or F (Final).
Spec Cond	3	Unprotected. Optional. If entered, must be a valid entry in BTAB Table SP (Special Condition Code).

Field Completion

Field	Size	Description
Spec Cond Title	30	Protected. Interpreted title of special condition code from BTAB Table SP (Special Condition Code).
Lot Code/Part#	20	Unprotected. Required for stock replenishment items when the AFS INVN System specifies that a Lot Code or Part Number is required.
Expiration Date	8	Unprotected. Required for stock replenishment items when the AFS INVN System specifies that a Lot Code is required.
Inventory Item Nbr	3	Protected. Inferred from the order line record for stock requests and replenishment for inventory items.

ORL2   Order Receiver Line Table #2

```
ENTER FUNCTION: ............ TRANS: ORL2
ORDER RECEIVER LINE TABLE #2                                     DATE:
KEY IS ORDER NUMBER, RECEIVER NUMBER AND LINE NUMBER            TIME:
                                                               TERM:
ORDER NO....: .......... :
RECEIVER NO.: ...
LINE: .....              INVN ITEM NBR: ...
COMM:                       :
QTY BALANCE:            QTY RECEIVED:           UNIT:       P/F:
SPEC COND..:      :

REJECT REASON1:         :
REJECT REASON2:         :
REJECT REASON3:         :
REJECT REASON4:         :
```

Purpose   The Order Receiver Line Table #2 permits inquiry of quantity received information, including whether the receipt is for final delivery or partial delivery, and reject reason(s) from AFS if applicable. Access will be granted to those users with proper security.

**Screen
Characteristics**   Inquire Order Receiver Line Table #2.

**Procedure
Cross-Reference**   Chapter 2 Receipt, Invoice and Payment;

3.6 Inquire Order Receiver Line(s)

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Order No	10	Unprotected. Key. If left blank on inquiry, system will display first order record in the database. Must be key to a valid record in OREC Table.
Order No Title	2x40	Protected. Title lines 1 and 2 from ORDR Table.
Receiver No	3	Unprotected. If left blank on inquiry, system will display first receiver record for the order in the database.
Line	5	Unprotected. Key. Required for inquiry of a specific line record. Table.
Inv Item Nbr	3	Protected. Inventory Item Code from AFS.
Comm	11	Protected. Commodity number from OQTY Table.
Commodity Description	40	Protected. Description is displayed from OMOD, if existing or from COMM Table.
Qty Balance	6.3	Protected. Quantity ordered less quantity received OQTY Table.
Qty Received	6.3	Protected. Quantity Received.
Unit	5	Protected. Unit of Measure.
P/F	1	Protected. Indicates receipt action. P (Partial) or F (Final).
Spec Cond	3	Protected. Special Condition Code.
Spec Cond Title	30	Protected. Interpreted title of special condition code from BTAB Table SP (Special Condition Code).
Reason Codes	4 x 6	Protected. Return code from AFS inventory system if an error is encountered in AFS processing from AGPS.
Reason Code Description	4 x 30	Protected. Return code description inferred from BTAB Table Type RE.